

## Zscaler Analytics Quick Reference

In the upcoming release (tentatively in May, 2013), when you browse to the administration URL, the Zscaler Analytics login page will be presented where you can use your existing credentials to log in. The **Dashboard**, **Analyze**, and **Reporting** tabs as well as any reporting related functionality in the Zscaler Administration portal will no longer be available. Zscaler Analytics will be your reporting and analysis tool, and the **Secure**, **Manage**, **Comply** and **Administration** tabs in the Administration portal will be available for configuration.

To help you transition to Zscaler Analytics, this document describes the reporting and analysis features of the Administration portal and their parallels in Zscaler Analytics. It also describes how to perform common tasks to help familiarize you with the Zscaler Analytics tools.

### Dashboards

Administration Portal	Zscaler Analytics
Go to the <b>Dashboard</b> tab to view the Dashboard.	Go to the <b>Dashboard</b> tab to view a Dashboard. There are multiple available Dashboards. Click the down arrow beside the Dashboard title to choose one.
You can do the following: <ul style="list-style-type: none"><li>• Set the time filter to 24 or 48 hours.</li><li>• Toggle between <b>Transactions</b> and <b>Bytes</b>.</li><li>• Mark it as a <b>Favorite</b> so it can be scheduled.</li><li>• Save the Dashboard as a PDF.</li></ul>	You can do the following: <ul style="list-style-type: none"><li>• Set the time filter to 24 or 48 hours, or to three, five or seven days.</li><li>• Customize all Dashboards, if you are a super admin. Click <b>Edit Dashboard</b> at the top-right corner. You can add, remove and size widgets, and change their content, chart type, and data units.</li></ul>
To drill down, navigate to the <b>Analyze</b> tab, set filters, and run a query.	To drill down directly from a Dashboard, click a segment in a chart and choose either <b>Analyze Chart</b> to interactively drill down or <b>View Transactions</b> to view the associated logs.

## Reporting

Administration Portal	Zscaler Analytics
Go to the <b>Reporting</b> tab to view predefined reports.	Go to <b>Analytics &gt; Interactive Reports</b> to manage and schedule reports. The <b>Standard Reports</b> tab lists predefined reports and the <b>Custom Reports</b> tab lists reports defined by administrators. To create custom reports: <ul style="list-style-type: none"><li>• Click <b>New Report</b> to create a report from scratch.</li><li>• From a predefined or custom report, click <b>Copy Report</b>, customize it, and save it with a different name.</li><li>• Export a custom report, modify it, and import it back as a new report.</li></ul>
You can do the following: <ul style="list-style-type: none"><li>• Drill down to view the associated logs.</li><li>• Run queries for predefined time periods.</li><li>• Set filters.</li></ul>	You can do the following: <ul style="list-style-type: none"><li>• Interactively drill down from any report to the transaction level. Click a segment in a chart and choose either <b>Analyze Chart</b> to interactively drill down or <b>View Transactions</b> to view the associated logs.</li><li>• Set predefined and custom time periods from January 1, 2012 onwards.</li></ul>
To schedule a report, mark it as a <b>Favorite</b> and go to <b>Administration &gt; Favorites/Scheduled Reports</b> to schedule it. <b>Note that your current scheduled reports from the Zscaler Administration portal will not be available after the upgrade.</b>	To schedule any standard or custom report, click <b>Schedule</b> . You can schedule any report for any time period. To manage scheduled reports, go to <b>Analytics &gt; Scheduled Reports</b> . To add a report to the <b>Favorites</b> folder for easy access, click <b>Favorite</b> from the report.
Click the Save as PDF icon to save a report in PDF format.	Click <b>Print View</b> to print a report, or to save it as a PDF, if supported by your browser.
To view a report on a user's activity, choose <b>User Based Analysis</b> , choose a user and set filters.	To view a report on a user's activity, expand the <b>User Activity Folder</b> in the <b>Standard Reports</b> tab and select the <b>User Browsing History</b> report. Select a user from the menu.

## Analysis

Administration Portal	Zscaler Analytics
Go to the <b>Analyze</b> tab.	Go to <b>Analytics &gt; Web Insights, Mobile Insights, or Email Insights</b> or from a Dashboard or report widget, click an item and choose <b>Analyze Chart</b> .
<p>To drill down:</p> <ol style="list-style-type: none"><li>From the top bar, choose a report type: Users, Transactions, Advanced, Top URL Hosts, or Quarantined Messages</li><li>Set filters on the left pane.</li><li>Click <b>Go</b>.</li></ol>	<p>To drill down from <b>Web Insights, Mobile Insights, or Email Insights</b>:</p> <ol style="list-style-type: none"><li>Choose a data type from the <b>Summarize By</b> menu. It lists a wide range of data types, including <b>Users</b> and <b>Top Hosts</b>.</li><li>Optionally, toggle between <b>Transactions</b> and <b>Bytes</b></li><li>Do any of the following:<ul style="list-style-type: none"><li>From the left pane, choose a time frame, chart type and set filters.</li><li>From the left pane, choose a time frame, set filters and click <b>Transactions</b> to immediately view the logs.</li><li>See more information about an item in a chart by clicking it and selecting a data type or selecting <b>Transactions</b> to view its associated logs.</li></ul></li></ol> <p>Additionally, your workflow is recorded in the History Bar below the chart. You can edit the History Bar and print your analysis.</p>
<p>To view logs, choose <b>Transactions</b> on the top bar. You can:</p> <ul style="list-style-type: none"><li>Select from a list of granular time intervals including the last x minutes.</li><li>Set filters.</li><li>Run the query and view the logs within the portal.</li><li>Export the logs to a CSV file. To do so, run a query, display the logs, and then click <b>Export CSV</b>.</li></ul>	<p>To view logs, click <b>Transactions</b> on the left pane or click an item in the chart and click <b>Transactions</b>. You can:</p> <ul style="list-style-type: none"><li>Select from a list of granular time intervals including the last x minutes.</li><li>Set filters and click <b>Display Results</b>.</li><li>Hide/unhide columns and resize them.</li><li>Immediately export the logs to a CSV file without displaying them first. Click <b>Export to CSV</b> after setting options. The export runs in the background and you can continue to use the application.</li></ul>

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To find the logs associated with a specific URL:

1. Click **Transactions** on the top bar.
2. Expand the **URL: All** filter on the left.
3. Select one of the following and enter the corresponding string in the **Match** field:
  - Full URL
  - Host Name
  - Path
4. From the String Match Type menu, choose **Contains, Exact, Ends With** or **Starts With**.
5. Click **Go**.

To find the logs associated with a specific URL:

1. Click **Transactions** in the left pane.
2. Choose **URL Search** from the **Filters** menu on the left pane.
3. Do one of the following:
  - Click **URL** and enter all or part of the URL.
  - Click **Path** and enter all or part of the path information.
  - Click **Host** and enter all or part of the host name.
3. Choose **Contains, Exact, Ends With** or **Starts With**.
4. Click **Display Results** or **Export to CSV**.

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To view the top URLs, click **Top Hosts** from the report types at the top.

To view the top URLs, choose **Top Hosts** from the **Summarize by** menu. You can set the data unit to **Transactions, Bytes** or **Time** to see how much time was spent on each URL.

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## Administration

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### Administration Portal

Only super admins can change administrator passwords in **Administration > Manage Administrators**.

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### Zscaler Analytics

All administrator can change their passwords and define other options in the **Settings** tab.

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